

Miscellaneous

This process provides step-by-step instructions on how to add creditors by Amending Schedules. Although this example specifically shows the steps on how to add creditors, similar steps would be followed for other Miscellaneous events.

- STEP 1** Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
- STEP 2** The **BANKRUPTCY EVENT** screen displays.
- ◆ Click the Miscellaneous hypertext link.
- STEP 3** The **CASE NUMBER** screen displays.
- ◆ Enter the case number in yy-nnnnn format including the dash.
 - ◆ Click **[Next]** to continue.
- STEP 4** The **EVENT TYPE** screen displays.
- ◆ Select the **Amended Schedules (Adding Creditors)** event.
 - ◆ Click to highlight, then click on the Next button to continue.
- STEP 5** The attorney **JOINT FILING** screen will then be displayed
- ◆ This screen is used only if another attorney is joining in a filing. If you are the only attorney filing this application, skip this screen.
 - ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
 - ◆ Click Next.
- STEP 6** The **PARTY SELECTION** screen appears.
- ◆ Select the filer from the **Select the Party** box.
 - ◆ If the party name is not displayed in the **Party Selection** box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
- NOTE:** If adding/creating a new party, select the correct **Role Type**.
- ◆ Click Next to continue.

STEP 7 The **PDF DOCUMENT** screen displays.

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
- ◆ Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

NOTE: Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- ◆ Click **Next**.

STEP 8 The **AMENDMENT/FILING FEE** screen appears.

- ◆ Enter the schedules to be amended.
- ◆ Enter the number of creditors being added to the case.
- ◆ The fee amount defaults to \$26.
- ◆ Click **[Next]** to continue.

STEP 9 The **FINAL TEXT** screen displays.

NOTE: This is your last opportunity to make any changes before the document is officially opened.

- ◆ Proof this screen carefully! This is what will print on the docket sheet.
- ◆ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified.
- ◆ To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If the docket text is correct, click on the **[Next]** button to file the proceeding.

NOTE: **REMEMBER TO UPLOAD YOUR CREDITOR MATRIX AND FILE A VERIFICATION OF AMENDED MATRIX.**

STEP 10 The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.

◆ Description of **Notice of Electronic Filing**.

- ! Hyperlink to docket sheet
- ! Date and time stamp information
- ! Case Title
- ! Case number hyperlink to docket sheet (if one exists)
- ! Docket text
- ! Annotated text in italics
- ! Text produced from docket event
- ! Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

! **Notice will be electronically mailed to:**

- S Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

! **Notice will not be electronically mailed to:**

- S Names of other parties on the case who have not furnished their e-mail addresses to the court.